

How to report activity using your MYWellPath account

After you, or your family have participated in any WellPath-endorsed activity and collected the appropriate simple evidence¹ you log into your MYWellPath account. (<https://secure.srpmic-nsn.gov/wellpath/>)

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When you log in you will land on your home page and you have to select the activity in which you participated. To do this you can use the *Event Calendar* (#1 below) or use the *Activity* navigation word to pulldown the menu and choose *Log Activity* (#s 2 & 3 below)

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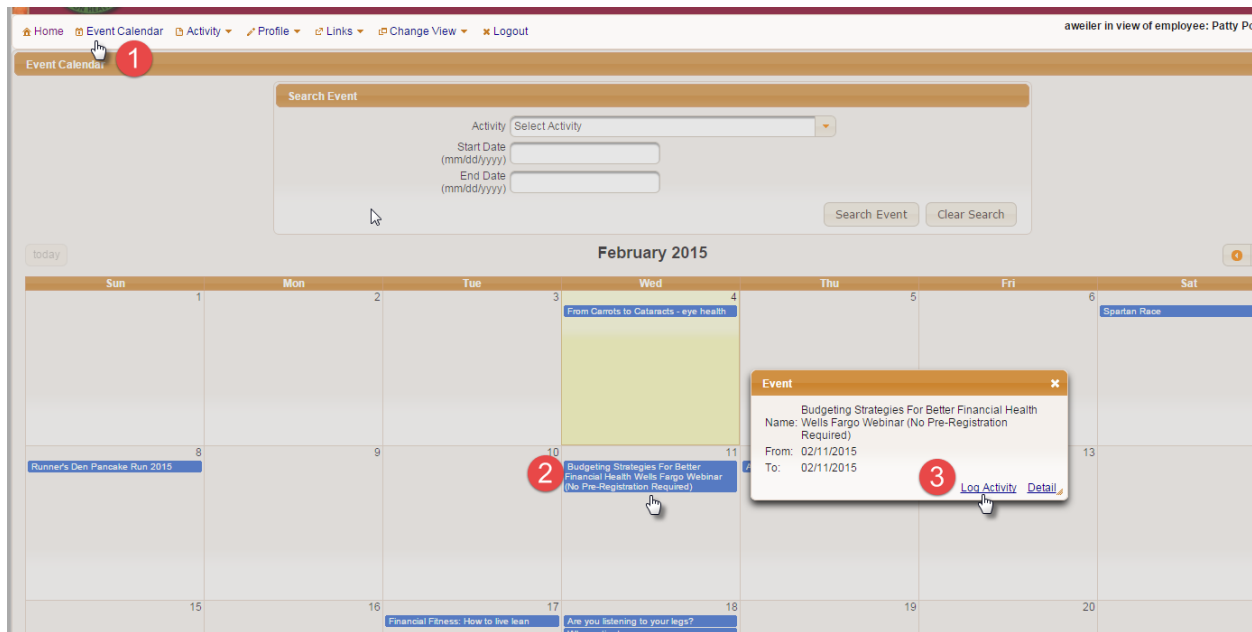
Category	Activity Name	Points	Completion Date	Date
WellPath Endorsed Event	Nutrition LEARN Opportunity	15	02/02/2015	02/04/2015
WellPath Endorsed Event	Nutrition LEARN Opportunity	15	01/26/2015	02/04/2015
WellPath Endorsed Event	Getting Fiscally Fit	15	01/21/2015	01/26/2015
Exercise/Fitness Participation	Exercise/Fitness Participation	50	12/31/2014	01/29/2015
Points Balance Correction	Points Balance Correction	9	12/26/2014	12/26/2014

Redeem Date	Redeem Type	Redeem Amount
12/11/2014	Time Off	2
11/13/2014	Time Off	4
10/16/2014	Time Off	4

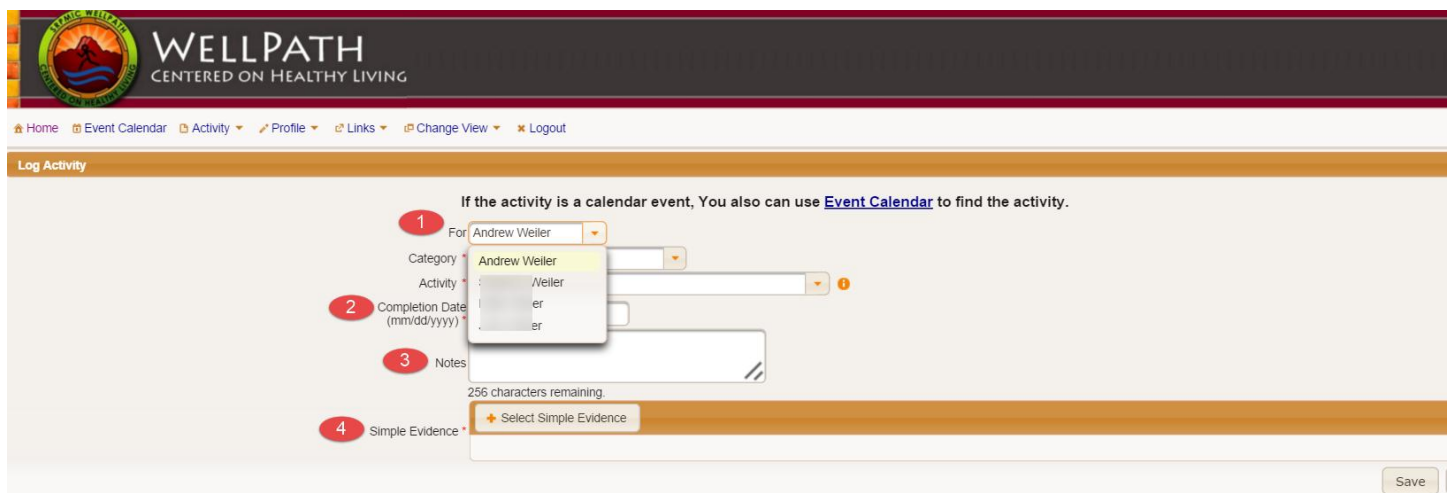
¹ Simple evidence is the answer to this question: "How can I, most easily, prove I participated?" The most common forms of *simple evidence* are pictures ("selfies") handouts, signed artifacts (signed by healthcare providers, speakers, officials), letters of confirmation, certificates and screenshots of results on web sites.

Using the *Event Calendar* to report participation:

Let's look at option #1: Using the *Event Calendar*. You click on *Event Calendar* (#1 below) and then you navigate to the event in which you participated by using the *Search Event* filter (below) to narrow down the type of activity and the date range in which you believe the activity took place. Or you can use the *Today* button or the arrows to toggle back and forth through consecutive months. Once you have found the event in which you participated then click on it (#2 below) and the pop-up will allow you to click on *Log Activity* (#3 below).



When you click on *Log Activity* MYWellPath will bring you to the *Report Activity* screen (below) and fill in the *Category* and Activity for you. Use the pull-down menu to choose the person for whom you are reporting (#1 below). Provide the date you participated (#2 below). You can add any notes you want WellPath to review (#3). Then click on *Select Simple Evidence* and upload your simple evidence. Then you click *Save*, and voila! You just used the MYWellPath event calendar to report participation. The event will be reviewed and approved by WellPath and the points will flow into your account.



Using the *Activity* Link in the Navigation bar to report participation:

You can report participation by clicking on the *Activity* link in the navigation bar on your MYWellPath home page (#1 below). Then click on *Log Activity* (#2 below). This brings you to the *Log Activity* screen where you will search for your activity to report participation.

WELLPATH
CENTERED ON HEALTHY LIVING

Home Event Calendar **Activity** Profile Links Change View Logout

Announcement

Log Activity
Activity Report

ABC Status

- [Orientation Verification Form](#)
- [Know Your Numbers](#)
- [Wellness Assessment](#)

Points

Career Total: 1,774
This Year Earned: 15
This Year Redeemed: 0
Redeemable: 49
Pending: 40
Expire Soon: 0

Incentive Type: Time Off
(25 points are worth 2 hours. Redeemable unit is 2 hours.)

Recent Logged Activities

Category	Activity Name	Points	Completion Date	Date
WellPath Endorsed Event	Nutrition LEARN Opportunity	15	02/02/2015	02/04/2015
WellPath Endorsed Event	Nutrition LEARN Opportunity	15	01/26/2015	02/04/2015
WellPath Endorsed Event	Getting Fiscally Fit	15	01/21/2015	01/26/2015
Exercise/Fitness Participation	Exercise/Fitness Participation	50	12/31/2014	01/29/2015
Points Balance Correction	Points Balance Correction	9	12/26/2014	12/26/2014

Recent Redemption

Redeem Date	Redeem Type	Redeem Amount
12/11/2014	Time Off	2
11/13/2014	Time Off	4
10/16/2014	Time Off	4

This will open the *Log Activity* screen. Start by choosing the WellPath participant (#1 below). You can report participation for yourself (the employee) or for a family member if you have added family to your MyWellPath account. You have to complete and save this form for each participant reporting.

WELLPATH
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

Log Activity

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

1 For: Andrew Weiler

Category: Andrew Weiler

Activity: /eiler

Completion Date (mm/dd/yyyy):

Notes: 256 characters remaining.

Simple Evidence: [Select Simple Evidence](#)

Save

In the example below the participant clicked on the *Category* pull down menu (#1 below) and choose *Exercise Fitness Participation* (#2 below).

The screenshot shows the 'Log Activity' form. At the top, there is a navigation bar with links: Home, Event Calendar, Activity, Profile, Links, Change View, and Logout. The user is logged in as 'aweller in view of employee: Patty Powers'. The form title is 'Log Activity'. Below the title, there is a message: 'If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.' The form has several fields: 'Category' (a dropdown menu with 'WellPath Endorsed Event' selected, marked with a red circle #1), 'Activity' (a dropdown menu with 'Select Category' selected, marked with a red circle #2), 'Completion Date (mm/dd/yyyy)' (a text input field), 'Notes' (a text area), and 'Simple Evidence' (a text input field). Below the form, there is a table titled 'Logged Activities' with columns: Completion Date, Logged Date, Status, Simple Evidence, Notes, and Action. The table is empty, with the text 'No records found.' below it. At the bottom right, there are 'Save' and 'Cancel' buttons.

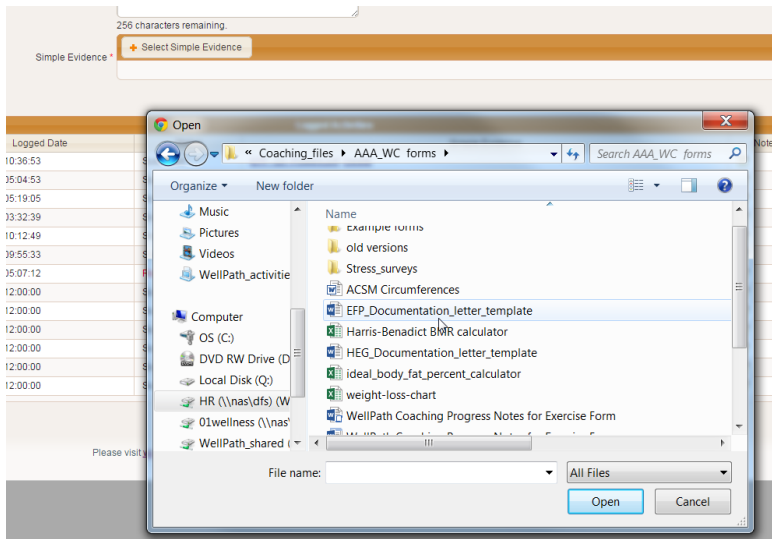
Then click on the activity by using the *Activity* pull down menu (#1 below) and then choose the date in which you finished or completed the activity (#2 below).

The screenshot shows the 'Log Activity' form. The 'Category' dropdown menu is now set to 'Exercise/Fitness Participation'. The 'Activity' dropdown menu is also set to 'Exercise/Fitness Participation', marked with a red circle #1. The 'Completion Date (mm/dd/yyyy)' field is empty, marked with a red circle #2. Below the date field, there is a calendar date picker for February 2015. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 28). The date '4' is highlighted. The 'Notes' field is a text area. The 'Simple Evidence' field is a text input field. At the bottom right, there are 'Save' and 'Cancel' buttons.

Then select the *Simple Evidence* button (below)

The screenshot shows the 'Log Activity' form. The 'Category' dropdown menu is set to 'Exercise/Fitness Participation'. The 'Activity' dropdown menu is also set to 'Exercise/Fitness Participation'. The 'Completion Date (mm/dd/yyyy)' field is now filled with '02/04/2015'. The 'Notes' field is a text area with the text '256 characters remaining.' below it. The 'Simple Evidence' field is a text input field. Below the 'Simple Evidence' field, there is a button labeled 'Select Simple Evidence'. A mouse cursor is hovering over this button, and a tooltip 'No file chosen' is visible. At the bottom right, there are 'Save' and 'Cancel' buttons.

This will open your *Windows Explorer* tool where you search for, and select your simple evidence of participation.



Once you have selected your *Simple Evidence* file it will upload and your screen will look like the picture below:

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

Category *

Activity *

Completion Date (mm/dd/yyyy) *

Notes

256 characters remaining.

Simple Evidence *

Uploaded Documents	
File Name	Action
EFP_Documentation_letter_template.docx	Remove

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You just click on *Save* (#1 above) and Voila! You just reported your participation. WellPath will review your simple evidence and approve your report and the WellPath points will be credited to your account.

Any questions? Email wellness@srpmic-nsn.gov